AASIS Overview and Basic Navigation

Entering and Saving Data

Chapter 6

Course Map

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Using Fields

A **Field** is a single unit of information, such as an employee's name or personnel number.

Most screens in AASIS contain Fields in which you enter data.

Using Fields

Field types:

Purchase order date   10/30/2000

Field Length
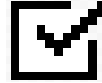
Net   200.00 USD

"Display only" field

Fields vary in length. The length of a field determines how many characters you can enter in the field.

Some fields are "Display Only" and will not allow you to enter or change data. These fields are displayed in gray.

Using Fields

Characteristics:

Required Fields ➡️

Suggested Entries ➡️

Required Fields: A field containing a checkmark is a required field. You must enter data in all required fields. If you do not enter data in a required field, AASIS will prompt an error message.

Not all required fields have a checkmark, but all fields with a checkmark are required.

Suggested Entries: A drop-down button indicates that AASIS can suggest entries.

The suggested entries may appear in a drop-down list or in a matchcode, which is AASIS's search strategy associated with the field.

Using Input Fields

In the example to the right, (Transaction ME51) tab to the Plant field then press the drop down icon at the end of the field.
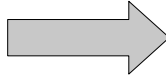
Suggested Entry
Drop-down icon

A drop down of available values appears.

To insert data from this list into the Plant field: Double-click on the data that you want to insert

Plant (1)   21 Entries found

Restrictions

PI...	Name 1
0010	Plant 0010
0011	Plant 0011
1000	0710 DHS Distribution Center
1300	0710 DHS-Div of Mental Health
1500	0710 DHS- DDS
1700	0710 DHS-Alex Youth Ser.

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Input fields enable you to display a list of possible entries.

To determine if such a list is available for an input field, place the cursor in the input field. If possible entries exist for that field, a possible entries icon appears to the right of the field.

Click the drop-down icon to display possible entries, or Press F4 and a list of possible fields values will be displayed. From this list you can select a value and then insert it into a field.

Once you have selected from the data list, you will return to the original field and the selected data will appear in that field.

Using Tab Headers

Using Tabs

Tab Headers enable you to enter, display, and alternate between multiple screens within a single window. To access the next screen, select the corresponding tab header.

You can also move the cursor to any field by using your mouse.

You can also use the following keys:

- Press **Tab** on the keyboard to move the cursor to the next field.

- Press **Shift** + **Tab** on the keyboard to move the cursor to the previous field.

The up/down arrow on your keyboard are also used for moving from field to field vertically.

Using Typing Modes

OVERWRITE

ETR (1) (515) sapet OVR

INSERT

ETR (1) (515) sapet INS

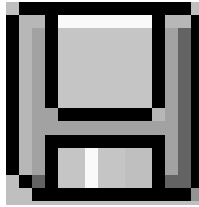There are two typing modes for entering data:

- **Overwrite**

- **Insert**

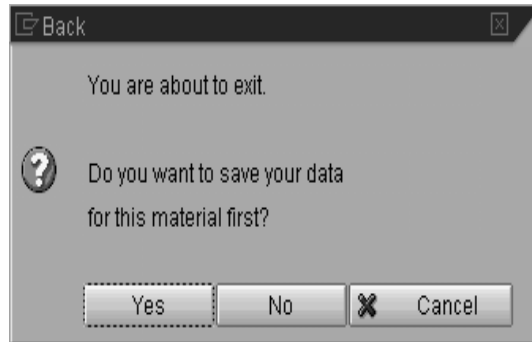In **Overwrite mode**, you can type over data to the right of the cursor.

In **Insert mode**, you can insert data between existing data. Any data to the right of the cursor is moved to the right as you type.

The modes are located at the bottom right hand corner of your AASIS status bar. Clicking the words OVR (overwrite) or INS (insert) allows you to switch between overwrite and insert mode.

Save Data

Press the

SAVE ICON

to Save

> **Back**   ☒
>
> You are about to exit.
>
> ❓ Do you want to save your data
> for this material first?
>
> [Yes]   [No]   ✖ Cancel

When a transaction consists of several screens, the system temporarily stores the entered data. You must then save this data permanently into the AASIS database. If you try to end a transaction where data must be saved, the system suggests that you save the transaction before ending the process by displaying a message as illustrated above.

Select Yes

> **Note:** You can also save data
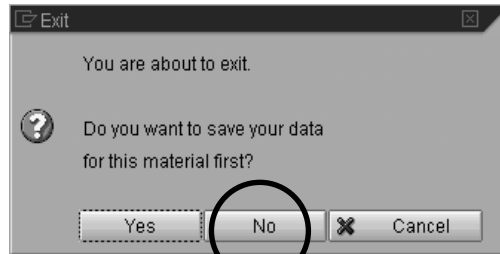> by pressing: **Control + S**

End Transaction Without Saving
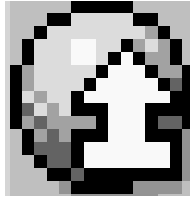
EXIT ICON

or

Shift + F3

Exits the current function without saving.

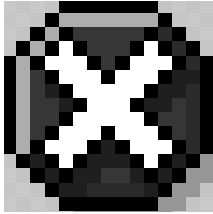Returns you to the initial screen or main menu screen.

To End the current transaction without saving:

Click the 'Exit' icon OR Press Shift+ F3

A pop-up window prompts you to save your data if necessary.

Select No to exit without saving and return to the initial screen or main menu screen.

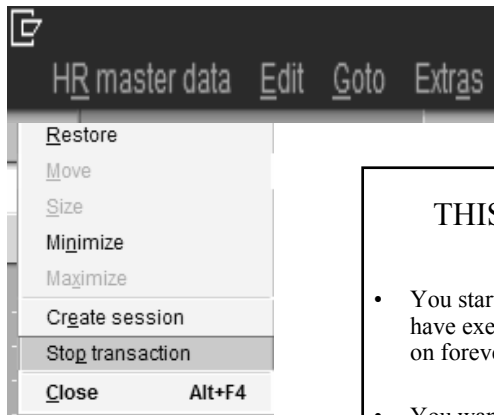# End Transaction Without Saving

NOTE: This icon exits the current task without saving and returns to last screen.

CANCEL ICON

or

F12

The **Cancel** option lets you leave a task without saving the data you have entered.

To Exit the current task without saving and return to the application, click the Cancel icon OR Press F12.

STOP TRANSACTION

Uh OH!

HR master data   Edit   Goto   Extras

Restore
Move
Size
Minimize
Maximize
Create session
Stop transaction
Close   Alt+F4

THIS **MAY** HAPPEN
TO **YOU!!!**

- You start a transaction and find that you have executed a list or a report that will go on forever.

- You want to take it all back before it's too late or before you get a call from AASIS saying that your transaction is slowing the whole system down!

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Stop Transaction allows you to stop an execution.

For example, if a transaction takes a long time to execute (ex: you may have forgotten to enter selection criteria).

You can choose 'Stop Transaction' from the icon located to the extreme top left corner of the Control Box of the AASIS window.

A WORD OF CAUTION
ABOUT MESSAGES IN AASIS !!!
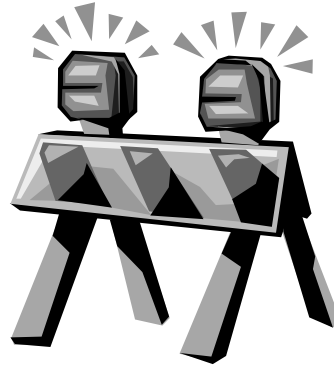
Messages can be displayed in a variety of ways and can have different characteristics. Regardless of the message, you should NEVER ignore a message received in AASIS.

If you receive a warning message from AASIS and your not sure how to respond, seek guidance from either your supervisor or contact the AASIS Help Desk (501-683-2255).

You will each learn more about task specific messages in your relative course curriculum.

You can also set messages to be optionally displayed in dialog or pop up boxes.

Interpreting Messages

MESSAGE ICONS

⊗ denotes an error   ⊗ Enter valid date

⊘ denotes other system message   ⊘ You have no authorization for Trans

⊕ denotes a warning   ⊕ This entry deletes a record

Interpreting Messages are ways AASIS check entries entered into the system. If AASIS finds a problem with an entry, it displays one of 3 types of messages. They are Error, System, and Warning messages.

- **Error messages** appear if the entries made are unacceptable. You cannot continue until new entries are made in the particular field.

- **System messages** alert you to potential problems with the entry, but may allow you to continue to the next screen.

- **Warning messages** alert you to potential problems with the entry, but allow you to continue to the next screen.